



THURSTON COUNTY
invites applications for the position of:

Court Assistant II

SALARY: \$3,585.00 - \$4,768.00 Monthly

OPENING DATE: 05/01/19

CLOSING DATE: 05/15/19 05:00 PM

SUMMARY OF DUTIES:

As a **Court Assistant II**, you will provides technical assistance on detailed legal processes, and researches questions and complaints and review legal documents to ensure compliance with case management standards, statutory requirements and court orders.

Courtroom duties include attending and accurately reporting decisions (via written minutes and recording equipment) of judicial officers at court proceedings. In-custody desk duties include working with attorneys and corrections staff to schedule in-custody defendants for hearings and responding to requests for court records.

Other responsibilities would include the following:

- Performs technical review of court documents for completeness and compliance with statutory requirements and approves documents for filing or requests additional information from parties. Reviews petitions, applications, affidavits, oaths and court orders prior to issuance of writs, subpoenas, letters testamentary and arrest warrants, verifying the accuracy and completeness of legal documents. Identifies inconsistency with statutes and provides technical information to customer for compliance.
- Compiles and applies appropriate coding of information for all cases and documents into statewide database systems. Identifies and prepares information for entry judgments into statewide indexing system. Interprets and applies RCWs, court rules and procedures before entering judgments. Consolidates defendant case histories by reviewing each case to determine the accuracy of the data.
- Generates legal documents as ordered by court and enters and tracks in statewide system, and provides copies to appropriate agencies.
- Notifies appropriate agencies of convictions. Documents and enters dispositions of criminal and offender cases for transfer to appropriate agency.
- Attends and keeps accurate records (written minutes and recording equipment) by summarizing court proceedings and judgments for official public records.
- Performs legal research and explains technical and detailed statutory requirements and procedures to attorneys, pro tem judges, law enforcement and the public seeking assistance to ensure judicial compliance.
- Verifies and receipts legal financial obligations, bail, judgments, court fines and fees ensuring monies are recorded per established court procedures.
- Arranges court appearances of individuals held in the County detention facilities, assembling court documents, researching the defendant's historical record and providing coordination with courtroom, jail, attorney and probation. Schedules and coordinates a calendar of miscellaneous emergent issues.
- Expedites documents for court hearings and ensures review by judicial officer, following established procedures/guidelines. Determines process for coordination of emergency orders needing presentation before the court.
- Assigns and sets hearing/trial dates for pending cases, coordinates schedules and locations. Generates written confirmation to all parties involved. Prints, distributes and posts calendars according to procedures.

- In accordance with established policies and procedures, forwards case dispositions to applicable outside agencies.
- Initiates correspondence and prepares certified copies of records and recordings of court proceedings. Following established procedures, responds to requests for court records from defendants, attorneys and other parties. Verifies scanning and maintains destruction of records logs.
- During times of absence, as demanded by workload, and as assigned, will perform duties and responsibilities of other Court Assistants.

QUALIFICATIONS:

- High school diploma or GED; and three (3) years of progressively responsible clerical support experience in a court or legal environment.
- Typing speed of 45 wpm and ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking, and other essential job functions.

DESIRED SKILLS:

- Associates degree in law, business or other related field; Paralegal certification; or legal certificate is highly desirable.
- Exceptional listening skills with the ability to take notes utilizing shorthand or speedwriting accurately.

OTHER POSITION RELATED INFORMATION:

Questions about this Position?

The contact person for this recruitment is **Georgia Christian, Administrative Services Manager / 360.709.3136**

This position is:

- NOT represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume
- Supplemental Questionnaire: Applicant Disclosure Form (Pursuant to RCW Section 43.43.830)

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #08R00219
COURT ASSISTANT II
GC

Thurston County
2000 Lakeridge Drive SW
Olympia, WA 98502
(360) 786-5498

Court Assistant II Supplemental Questionnaire

- * 1. Questions 1-4 is the Applicant Disclosure Form: The purpose of this disclosure form is to comply with the Washington Child and Adult Abuse Information Act. Our intent is to do what we can to assure the well-being of all clients we serve. Have you ever been convicted of a crime?

- ☐ Yes
☐ No

- * 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

☐ Yes ☐ No

- * 3. Do you have any civil adjudicative proceedings or criminal charges pending?

☐ Yes ☐ No

- * 4. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?

☐ Yes ☐ No

- * 5. If you answered YES to any questions numbered 1-4, please explain below. If you answered NO to ALL questions numbered 1-4, please type N/A.

- * 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.

☐ YES
☐ NO

- * Required Question